

**Notice to the Practice using this form. The purpose of this form is to supplement the policies and procedures of an existing Employee Handbook or Manual prepared by a labor and employment attorney. Use of this form should be done only in conjunction with proper legal advice in your state to determine if and how to incorporate the policies below with or without modification in accordance with applicable federal and state laws.**

Subject: <b>Staff Health and Safety Plan</b>			
Infection Control	Effective Date:		Reviewed Date:

**PURPOSE:**

To establish guidelines for the overall health and safety of the organization’s staff, and contracted employees (collectively, “Staff”).

**GUIDELINES :**

- The organization will adhere to all applicable Occupational Safety and Health Administration (“OSHA”) regulations (federal and state, where applicable).
- It is the employer that is ultimately responsible for the implementation of and compliance with OSHA regulations.
- Each Staff member is responsible for reporting to work “fit for duty,” which means that they are able to perform their role as outlined in their job description. Reasons that a person may not be fit for duty can include, but are not limited to:
  - Fatigue
  - Illness
    - Current fever (>100.4°F) or fever within the last 24 hours
    - Diarrhea or vomiting
    - Any contagious condition (pink eye, strep, flu, etc.)
    - Exposure to a known contagious condition and still within the incubation period as set by the Centers for Disease Control and Prevention (“CDC”)
  - Recent domestic or international travel to an area with an outbreak of a known contagious condition and not completing the isolation and quarantine recommendations as set by the CDC
  - Trauma (injury to a body part that results in being unable to perform their role)
  - Mental health concerns
  - Side effects of medications
  - Unpresentable (unclean, with odor, disheveled)
  - Improper dress code (wrinkled, unprofessional hair/jewelry/clothing/nails)

It is the Staff member’s responsibility to communicate the above issues to their supervisor prior to reporting to work so a resolution may be found and the safety of other Staff members can be preserved.

- Staff members with a contagious condition should refrain from entering the facility and communicate their condition via phone or another acceptable electronic format. Management may require documentation of the condition from a healthcare provider.
- Staff members will perform hand hygiene. The organization will ensure readily available access to soap and water, or hand sanitizer where soap and water are unavailable.

- To foster an environment where the spread of infection is minimized, Staff will adhere to a “no handshake” policy. Staff will also follow procedures to minimize the spread of any contagious condition or virus by sneezing and coughing into their elbow to mitigate the risk of spreading potentially infectious materials.
- During an outbreak, Staff may be asked to stay home to stop the spread of the disease. Certain Staff may be asked to report to the facility if their jobs are critical during a pandemic outbreak. Management will determine Staff essential to be onsite, and Staff who can or should work remotely during an outbreak. Staff working from home must comply with the Telecommuting Policy.
- The organization will establish alternative means of communicating with Staff, including nontechnical means of communication in the event of an outbreak.